

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

DIVISION OF PROJECT DEVELOPMENT

QUALIFICATIONS-BASED SELECTION PROCEDURES AND REQUIREMENTS TO BECOME "LISTED"

The process: NHDOT requires that consultants wishing to provide services must be "listed". Two lists are kept. one list is maintained by the Division of Project Development for highways and bridges and related transportation work; the second is maintained by the Division of Public Works and Transportation for buildings and related work. This deals only with Project Development.

Requirement: NHDOT requires that a current Standard Form 330 (SF 330), Architect and Engineer and Related Services Questionnaire (a U.S. Government Form available from General Services Administration Office (1-617-565-8100)), be on file in the "listed" status. A firm may apply for listed status at any time by submitting this form. The form may be supplemented at any time with additional pertinent information. To be current for active consideration the form should be resubmitted in June and December of any year. Additional supplementary material is optional. All information should be submitted to NH Department of Transportation, Attention: Assistant Director of Project Development. Upon acceptance by the Consultant Selection committee, the firm will receive a letter indicating its status. A firm will remain listed for a period of 18 months without the resubmission of SF 330. The firm will be removed from the list without notice if the SF 330 information is older than 18 months.

The Process of Selection: Projects and consultant services that are anticipated will be posted for interest on the Department's website as needs arise. Consultant firms that are interested in and qualified for providing these services are encouraged to submit a letter of interest to the Department. The Consultant Selection Committee will prepare a long and then a short list for approval. Upon approval, a firm will be notified that it has been short listed by receipt of a "Request For Proposal" (RFP). This is a technical RFP request only. Upon receipt and rating of the technical proposals, the short listed firms will be notified of the results and the successful firm will be asked to submit a fee proposal for negotiations. Final contract approval is by Governor and Council action. After the Governor and Council approval of the contract with the selected firm, the technical proposals of the short listed firms will be available for review.

PREQUALIFIED LOW-BID CONTRACT PROCEDURES

Purpose: To state the general procedures for the contracting of professional and technical services for those entities not covered under N.H. RSA 21-I:22 "An Act relative to selecting engineers, architects and surveyors by State agencies", effective date June 30, 1992.

The following are the currently identified services for which the Department's Project Development Bureaus may, from time to time, wish to pursue contracts with pre-qualified firms:

<u>Bureau</u>	<u>Service</u>
Bridge Design	- Steel Fabrication Inspection
Bridge Design	- Statewide Underwater Bridge Inspection
Environment	- Statewide Cultural Resources (Archaeologist)
Environment	- Statewide Cultural Resources (Historian)
Environment	- Statewide Wetlands
Environment	- Statewide Air Quality
Environment	- Statewide Noise Impact
Environment	- Project-Specific Cultural Resources (Archaeologist)
Environment	- Project-Specific Wetlands
Materials & Research	- Statewide Materials Inspection and Testing
Materials & Research	- Statewide Subsurface Exploration
Materials & Research	- Statewide Bridge Deck Condition Surveys
Materials & Research	- Statewide Barrier Membrane Testing

Right-of-Way - Statewide Appraisals
Right-of-Way - Statewide Asbestos Abatement
Right-of-Way - Statewide Property Management

The process: Each Bureau will have developed procedures specifically tailored to their individual requirements. However, each Bureau will have, as a minimum, several common elements. These include: solicitation of interest; prequalification procedures; invitation to bid for (1) all prequalified companies or (2) a short list generated by the respective Bureau for approval by the Assistant Commissioner; sealed bids opened publicly by the Director of Project Development, and; contract(s) awarded to firm(s) submitting the lower total bid(s).

In some cases, the firms will be required to provide unit rates, extensions and a total cost for a "sample" project prepared by the appropriate Bureau. The sample project invitation to bid will include the items, quantity description, and position titles for the needed services.

Each Bureau administering statewide, on-call contracts will negotiate with the contractor the work hours necessary to complete each assignment and document the negotiation.

Questions regarding these procedures should be directed to Bill Cass, Assistant Director of Project Development and Chairman, Consultant Selection Committee, Telephone Number (603) 271-1486.

DIVISION OF AERONAUTICS & TRANSPORTATION

QUALIFICATIONS-BASED SELECTION PROCEDURES AND REQUIREMENTS TO BECOME "LISTED"

For services requiring engineers and surveyors, the Division of Aeronautics & Transportation will utilize the list on file with the Division of Project Development. See Project Development procedures for requirements.

For services requiring architects, the Division of Aeronautics & Transportation will utilize the current register "list" on file with the New Hampshire Joint Board of Licensure and Certification.